

| SITUATION UNIT LEADER | | | |
|-----------------------|--------------|----------------------|------------------|
| Stacy Board | | Medical Plan | Meeting Schedule |
| Response Objectives | Charts/ Maps | Organizational Chart | |
| Resources at Risk | | COM/VA Plan | Incident Summary |

Incident Command System Situation Unit Leader (SUL)

Overview

User The user of this job aid will be anyone who is assigned as Situation Unit Leader within the Incident Command System. Personnel assigned to this position should be E-6 or above in the organization and possess incident-specific background. That background will aid them in determining all the potential sources of information available in setting up and maintaining the situation status boards. This recommendation is made with the presumption that the Planning Section Chief is experienced and available to answer questions and provide assistance.

When to Use This job aid should be used to assist the Situation Unit Leader whenever an incident has occurred that requires the Incident Command System Organization to respond.

Major Accomplishments Below is a list of the major accomplishments:

- Current Status Board
 - Recommendations to Planning Section Chief on resourcing
 - Status reports to Planning Section Chief
 - Field observations
 - Section/Unit demobilized
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References Below is a list of references that may be required while using of this job aid:

- NIIMS I-346 Situation Unit Leader Guide
 - NFES Situation Unit Leader Position Manual (ICS 221-2)
 - NFES Situation Unit Leader Task Book (NFES 2333)
 - Field Operations Guide (ICS-OS-420-1)
 - National SAR Manual
 - Applicable Area Contingency Plan
 - Maritime Law Enforcement Manual
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Overview (cont'd)

Materials

Ensure that these materials are available to the Situation Unit Leader during an incident, if not already provided in a unit or section specific support kit. Submit order request for supplies to Supply Unit Leader via the Planning Section Chief.

- | | |
|---|--|
| <input type="checkbox"/> Field Operations Guide | <input type="checkbox"/> White out |
| <input type="checkbox"/> Local Charts and Maps | <input type="checkbox"/> Notebooks (some waterproof) |
| <input type="checkbox"/> ICS Forms Catalog | <input type="checkbox"/> Masking tape |
| <input type="checkbox"/> Flip charts | <input type="checkbox"/> In boxes or large envelopes |
| <input type="checkbox"/> Mylar sheets | <input type="checkbox"/> Stapler |
| <input type="checkbox"/> Felt tip pens | <input type="checkbox"/> Push pins |
| <input type="checkbox"/> Dry erase markers (wide and thin line) | <input type="checkbox"/> 3 or 6 part folders |
| <input type="checkbox"/> Pencils (lead and grease) | <input type="checkbox"/> 2 hole punch |
| <input type="checkbox"/> Paper, sticky notes | <input type="checkbox"/> Scissors |

General Information

Use clear text and ICS terminology (no codes) in all radio transmissions.

All radio communications to Incident Communications Center will be addressed "(Incident Name) Communications".

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Initial Actions

General Tasks

Below are the initial actions to be taken by the Situation Unit Leader (SUL).

| STEP | ACTION | ✓ |
|------|--|---|
| 1. | Receive assignment | |
| 2. | Upon arrival at the incident, check-in at designated check-in locations. Check-in locations may be found at: <ul style="list-style-type: none"> • Incident Command Post • Base | |
| 3. | Obtain an initial brief from Planning Section Chief <ul style="list-style-type: none"> • Size and Complexity of incident • Expectations of the IC • Incident objectives • Agencies/Organizations/stakeholders involved • Incident activities/situation • Special concerns | |
| 4. | Review ICS 201 or IAP | |
| 5. | Begin/maintain Unit Activity Log (ICS 214) | |
| 6. | Establish work location within the ICP <ul style="list-style-type: none"> • Adequate space for possible expansion • Located in the Planning Section between the Resources Unit and the Operations Section • Establish a system for receiving information/updates <i>For example: inboxes, envelopes, easel chart</i> • Capability for displays to be placed on walls (maps, charts, forms, etc.) | |

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Initial Actions (Cont'd)

General Tasks (Cont'd)

The initial actions for the Situation Unit Leader are continued below.

| STEP | ACTION | ✓ |
|------|---|---|
| 7. | Acquire work materials listed on page 2 | |
| 8. | Calculate staffing requirements for Situation Unit Determine number of field observers needed NOTE: Normally (1) per division Determine number of displays and display processors needed Determine technical specialists needed <i>Example: Trajectory Analysis Specialist, Geographic Information Specialist (GIS), Resources At Risk Specialist (RAR)</i> | |
| 9. | Submit resource order form/request for personnel and/or equipment required to PSC | |
| 10. | Brief Situation Unit Staff on responsibilities as noted in FOG (Section 6) NOTE: <ul style="list-style-type: none"> • Brief field observers to only report current status to display processor • Ensure display processor only displays current status "proofed" by field observers • Do NOT allow anyone else to remove or add to displays! • Set up specific times for field observers to check in with updates and for briefings by display processors | |
| 11. | Complete forms and reports required of the assigned position and send through PSC to Documentation Unit | |

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Current Status Board (Cont'd)

Set Up System

The Situation Unit Leader is responsible for maintaining a standard display of information for reference by ICP Personnel.

| STEP | ACTION | ✓ |
|------|--|---|
| 1. | Setup display similar to the example below | |
| 2. | Establish INBOX/OUTBOX area near displays for: INBOX: <ul style="list-style-type: none"> Trajectories/maps/charts/photos Updates Other OUTBOX: <ul style="list-style-type: none"> Documentation (historical data) NOTE: Pass Situation Unit information gathering and processing procedures to all hands at meetings and briefings | |
| 3. | Create and distribute maps and charts for all personnel NOTE: IO will need extra copies for media and public releases along with summary information from the ICS 209. | |

| | | | |
|---|--|--|--|
| Story Board <ul style="list-style-type: none"> Initial notification Weather/tides POLREPs/SITREPS | Charts/Maps Show <ul style="list-style-type: none"> Impact area Trajectories Divisional boundaries Functional groups SAR Search plan/grid Safety/Security Zones ICS Facilities | Medical Plan ICS 206 | Meeting Schedule ICS 230 or OS-230 |
| Response Objectives ICS 202 | | Organizational Chart ICS 207 | |
| Res. at Risk ICS 232 or OS-232 | | COMMS Plan ICS 217 | Incident Summary ICS 209 or OS-209 |

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Current Status Board (Cont'd)

Prepare for Meetings In order to prepare for the Tactics and planning meetings, the SUL takes the following actions:

| STEP | ACTION | ✓ | | | | | | | | | | | | |
|--------|--|-----------------------|--------------------------|---------|--------|------------------------|-----------------------|--------|---------------------|-----------------------|--------|-------------------|-----------------------|--|
| 1. | Update maps/charts/trajectory | | | | | | | | | | | | | |
| 2. | Update status boards | | | | | | | | | | | | | |
| 3. | Complete or update the following forms in accordance with the instructions in the ICS Forms Catalog | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>209</td> <td>Incident response status</td> <td>SUL/RUL</td> </tr> <tr> <td>OS-230</td> <td>Daily meeting schedule</td> <td>Situation Unit Leader</td> </tr> <tr> <td>OS-231</td> <td>Meeting description</td> <td>Situation Unit Leader</td> </tr> <tr> <td>OS-232</td> <td>Resources at risk</td> <td>Situation Unit Leader</td> </tr> </table> | 209 | Incident response status | SUL/RUL | OS-230 | Daily meeting schedule | Situation Unit Leader | OS-231 | Meeting description | Situation Unit Leader | OS-232 | Resources at risk | Situation Unit Leader | |
| 209 | Incident response status | SUL/RUL | | | | | | | | | | | | |
| OS-230 | Daily meeting schedule | Situation Unit Leader | | | | | | | | | | | | |
| OS-231 | Meeting description | Situation Unit Leader | | | | | | | | | | | | |
| OS-232 | Resources at risk | Situation Unit Leader | | | | | | | | | | | | |
| 4. | Compile information regarding incident <i>Example: trajectory, current and future status of incident</i> | | | | | | | | | | | | | |

Provide IAP Input

The situation Unit Leader is responsible for providing to the Planning Section Chief summary information about the incident status.

| STEP | ACTION | ✓ |
|------|---|---|
| 1. | Provide input for incident action plan (IAP) to Planning Section Chief (PSC) <ul style="list-style-type: none"> Completed forms Current/future trajectories or search plans Resources needed for Situation Unit in next operational period | |
| 2. | Evaluate and review process | |

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Field Operations

Preparation of Subordinates

Below is a checklist for preparing subordinates prior to deploying in the field.

| STEP | ACTION | ✓ |
|------|---|---|
| 1. | <p>Brief Field Observers and Technical Specialists</p> <ul style="list-style-type: none"> • Duties <ul style="list-style-type: none"> - Verify resources - Verify trajectories/Search plans - Verify division boundaries - Verify status of incident/event • Operation period <ul style="list-style-type: none"> - Conduct survey by a particular time - Report back periodically <p><i>Example: Every ½ hour, hour</i></p> | |
| 2. | <p>Checkout the following equipment/resources from Resources Unit or Logistics Section:</p> <ul style="list-style-type: none"> • Transportation <p><i>Example: Auto, ATV, boat, aircraft</i></p> • Communications equipment <p><i>Example: Radio, cell phone, fax</i></p> • Camera • Laptop Computer • Handheld GPS • Charts/maps • Notepad/writing utensils | |

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Section/Unit Demobilized

Demobilization Tasks Below are demobilization responsibilities applicable to all personnel assigned to this section/unit.

| STEP | ACTION | ✓ |
|------|--|---|
| 1. | Receive Demobilization Plan from Demobilization Unit Leader/Planning Section Chief | |
| 2. | Brief subordinates regarding demobilization | |
| 3. | Supervise demobilization of unit, including storage of supplies | |
| 4. | Provide Supply Unit Leader with a list of supplies to be replenished | |
| 5. | Forward all Section/Unit documentation to Documentation Unit | |
| 6. | Complete Check-out Sheet | |

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Information Exchange Matrix

Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Situation Unit Leader with obtaining information from other ICS positions and providing information to other ICS positions.

| MEET With | WHEN | SUL OBTAINS | SUL PROVIDES |
|--------------------------|---|--|--|
| Incident Commander | Initial incident brief | Incident objectives | Incident status information |
| Planning Section Chief | Check-in brief Tactics meeting Planning meeting | Initial briefing Objectives (ICS 202) | Requests for more personnel and resources. Incident status summary (ICS 209) Current and Future projections for incident/event |
| Operations Section Chief | Tactics meeting Planning meeting | Incident situation status during initial phase and throughout entire incident Staging area info Information for displays | The big picture Future projections for incident |
| Information Officer | Press briefings | | Information Maps/charts |
| Situation Unit Personnel | Tactics meeting Throughout incident | Information from field observers/tech specialists Display processors Weather observations | Situation status reports passed by incident personnel to the situation unit |
| Ground Support Unit | Throughout incident | Vehicles for unit personnel | Vehicle/equipment locations "proofed" by field observers |
| All Incident Personnel | Throughout incident | | Accurate and effective situation display and distribution of charts/maps for all to view |